

## **JOB OPPORTUNITY**

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Posting Date

### **MASSACHUSETTS TRIAL COURT**

#### **Job Description and Qualifications for Administrative Attorney**

All applications must be received by:

#### **POSITION SUMMARY:**

Working within the Office of the Commissioner of Probation, Administrative Attorneys perform a variety of legal, including representing the Commissioner and other probation officials before various State agencies, researching legal issues and providing advice to probation officials, assisting the Office of the Attorney General in litigation involving the probation service, and performing related legal and administrative duties.

#### **MAJOR DUTIES:**

Investigates certain allegations of misconduct by Probation Officers and, when necessary, litigates before discipline hearings.

Researches and prepares legal memoranda on a variety of legal issues.

Provides advice to probation officials on how to handle a range of issues involving the interpretation of probation policies and other administrative policies.

Consults with the Trial Court's Director of Human Resources, the Trial Court's Labor Counsel, and other officials from the Administrative Office, as appropriate, regarding human resources and employee relations issues.

Drafts correspondence in response to complaints, questions and requests for information from the public, attorneys, judges, probation officials and other government agencies.

Assists in the review and drafting of proposed policies that affect the probation service in the Trial Court.

Acts as professional staff to special advisory committees. Prepares materials for meetings, prepares reports, and works directly with committee members.

As directed, consults with the Office of the United States Attorney, the Office of the Attorney General, District Attorneys, and other law enforcement offices regarding probation officer misconduct.

May be designated as Special Assistant Attorney General to represent the Commissioner in various kinds of legal proceedings.

Participates as faculty in training programs run by the Office of the Commissioner of Probation on law-related issues.

Provides written summaries of relevant case law to Regional Administrators and for inclusion in the *Probation Law Digest* as needed

Performs related duties as required.

**SUPERVISION RECEIVED:**

Work is performed under the general direction of the Deputy Commissioner/General Counsel and is evaluated for professional soundness and conformity to policy.

**POSITION REQUIREMENTS:**

Graduation from an accredited law school and membership in the Massachusetts Bar.

Two years of relevant prior legal experience.

Considerable knowledge of legal research techniques and methods.

Considerable knowledge of the Massachusetts judicial system and probation service, the Massachusetts General Laws, and operations of state government.

Considerable knowledge of Trial Court policies and procedures.

Knowledge of and ability to use personal computers and related software, including Microsoft Windows, and WordPerfect for Windows.

Strong interpersonal skills and the ability to work professionally with court officials, judges, attorneys, and the general public, and to maintain effective working relationships.

Ability to analyze administrative problems and to develop feasible solutions.

Ability to communicate clearly and effectively in oral and written form. Ability to prepare legal memoranda.

Ability to handle sensitive matters on a confidential basis.

Ability to work independently and to establish work priorities.

**SALARY:**

Send completed Trial Court Application for Employment to:

Applications for Employment can be obtained at any court location.

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**